



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-08
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	July 24, 2025
Subject:	Release of LDSS-5294 “Job Search Toolkit” and Supporting Forms
Contact Person(s):	Employment and Advancement Services Bureau at: (518) 486-6106 or EASBureau@otda.ny.gov
Attachments:	Attachment 1 - LDSS-5294 Job Search Toolkit Attachment 2 - LDSS-5294A What You Need to Know About Your Job Search Work Activity Assignment Attachment 3 - LDSS-5294B My Job Search Activity Tracker Attachment 4 - LDSS-5294C Education and Employment Worksheet Attachment 5 - LDSS-5294D Educational Milestones and Goals Tool

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to inform social services districts (districts) about the release of a revised and expanded suite of documents to replace LDSS-3696 - Job Search Handbook. The new documents include various materials to be used to track work activities, log contacts with prospective employers, and help recipients and district workers during employment assessments.

II. Background

Methods of communication and information-gathering have changed significantly with the advent of smartphones and other Internet-connected devices. In keeping with this technological evolution, online employment and training resources can significantly expand the opportunities available to recipients of Public Assistance (PA) and/or Supplemental Nutrition Assistance Program (SNAP) benefits who are subject to PA and SNAP Employment and Training (E&T) work requirements. The documents in the LDSS-5294 series are designed to help district staff provide robust and meaningful support to Job Search participants while streamlining the documentation and reporting process.

III. Program Implications

A. Overview of Publications

LDSS-5294 - Job Search Toolkit: This document has been designed to provide PA and SNAP recipients with information about job search requirements in simple, customer-centric language that focuses on encouraging participation. The toolkit offers guidance on preparing for interviews, creating resumés, and where to look for jobs.

LDSS-5294A - What You Need to Know About Your Job Search Work Activity Assignment: District staff can use this document to give clients details about their next job search appointment and to outline their weekly job search activity expectations.

LDSS-5294B - My Job Search Activity Tracker: This is a client-fillable form for recording details about employer contacts, job applications, and other job search activities. District staff can easily calculate weekly totals for each type of activity, with the participant and worker certifying the accuracy of the information on the forms.

LDSS-5294C - Education and Employment Worksheet: This is a model job application where recipients can organize information about their past educational and employment experience.

LDSS-5294D - Education Milestones and Goals Tool: This tool can assist district staff in prompting conversations with recipients about setting and achieving goals for employment or educational attainment that can lead to improved economic stability and overall wellbeing.

B. Use of the Publications

The fillable PDF versions of LDSS-5294B, LDSS-5294C and LDSS-5294D offer district staff and recipients increased flexibility, including paperless options for information exchange. For example, workers and recipients can use electronic forms of communication, including e-mail or cell phone technology, to send and receive these documents. Applicants and Recipients can also upload completed work activity logs into [NYDocSubmit](#).

Districts can determine how to best use these publications to promote work within their client flow. OTDA recommends the use of these publications at any of the following points of contact with district clients:

- Intake and interview for all program applicants
- Orientation
- Assessment and re-assessment
- Employment plan development
- Job search, job placement and retention
- Recertification
- Case management or follow-up meetings

Districts can determine how best to use these publications with workforce development and community partners to promote job search participant efforts. OTDA recommends sharing these publications with community stakeholders such as Career Center partners, government agencies (i.e., County Employment and Training, BOCES, etc.), community-based organizations that assist low-income households, local businesses, and employers. By widely sharing these resources and relevant program information, districts can foster stronger partnerships and facilitate effective referrals for program recipients.

C. Form Ordering

Upon the release of this LCM, all previous versions of LDSS-3696 - Job Search Handbook must immediately be destroyed and replaced with one or more of the above-referenced publications.

The above-referenced documents have been posted on the OTDA Intranet website at http://otda.state.ny.net/ldss_eforms/default.htm and are available for download by districts to reproduce locally. Questions concerning Web posted-only forms should be directed to BMS Document Services at (518) 474-9522.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs/Office of Temporary and Disability Assistance